

**BOARD OF COUNTY COMMISSIONERS**

Mayor Heather Carruthers, District 3
Mayor Pro Tem David Rice, District 4
Kim Wigington, District 1
George Neugent, District 2
Sylvia Murphy, District 5

Employee Services Division
Human Resources
The Historic GATO Cigar Factory
1100 Simonton Street, 2nd Floor
Key West, FL 33040



October 27, 2011
Posting Date

MONROE COUNTY PROMOTIONAL OPPORTUNITY NOTICE

THE POSITION OF SR. ADMINISTRATOR CODE COMPLIANCE, CODE, MARATHON IS NOW OPEN AT PAY GRADE 11 SALARY, \$51,235.41 - \$64,043.32/40 HPW.
(DEPENDING ON QUALIFICATIONS)

- | | |
|--|---|
| • VETERANS PREFERENCE AVAILABLE: | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| • SAFETY SENSITIVE POSITION: | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| • GRANT POSITION (IF GRANT ENDS, POSITION WILL NOT BE CONTINUED) | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
-
- | | |
|----------------|---|
| THIS POSITION: | <input checked="" type="checkbox"/> IS A CAREER SERVICE STATUS POSITION |
| | <input type="checkbox"/> IS NOT A CAREER SERVICE STATUS POSITION |

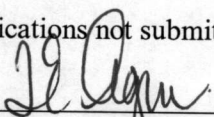
In accordance with the Monroe County Personnel Policies and Procedures, it is the policy of the Board of County Commissioners to consider employees for promotional opportunities before applicants from the general public are considered.

Promotional Opportunity Notices will be posted for a minimum of seven (7) calendar days (including the date of posting) during which time employees under the auspices of the County Administrator will have the right to apply for these positions before anyone outside the County service will be considered.

An employee wishing to apply for a position through the Promotional Opportunity process will complete the Promotional Opportunity Application and submit it to the Personnel Representative in the lower, middle, or upper keys for a date stamp to insure timely referral within the 7 day period. Supervisor and/or Department Head signature can then be obtained by the employee or routed by the Personnel Representative, whichever is more feasible.

Job interviews will be based on information on file and/or submitted with an application.

The County reserves the right to reject any applications not submitted on a timely basis.



EMPLOYEE SERVICES DIVISION DIRECTOR

MONROE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
GMCE021

MONROE COUNTY

JOB DESCRIPTION

Position Title: SR. ADMINISTRATOR CODE COMPLIANCE		Date: 10/01/2011
Position Level: 11	FLSA Status: Exempt	Class Code: 11-24

GENERAL DESCRIPTION

The primary functions of this position are to assist the Director with the operations of the Code Compliance Department and the enforcement activities of employees related to the County's Land Development Regulations and other County regulations including enforcement of County Codes.

KEY RESPONSIBILITIES

1. Assist Director in the Supervision and coordination of activities of the Code Compliance department and personnel. *
2. Monitor incoming complaints and violation cases for effective and timely response and follow thru to compliance.*
3. Coordinate and provide interpretations and guidance to staff and the public in enforcement and compliance matters.*
4. Review cases prior to processing Notices of Violation or being referred to the Code Compliance Special Magistrate for validation of information and due process requirements.*
5. Investigate, validate, and cite violations of County ordinances, State and federal Regulations, inter-local agreements or codes and regulations.*
6. Prepare and present cases before the Code Compliance Special Magistrate or other legal proceedings.*
7. Maintain current knowledge of Code Compliance laws and trends.
8. Review and monitor department budget and expenditures independently and with Director.
9. Compose and oversee RFQ's, RFP's and associated contracts and expenditures
10. Develop public information and educational literature
11. Establish and maintain effective, dependable, and courteous working relationships with officials, the public and employees.
12. Attend public meetings and association meetings as needed

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: SR. ADMINISTRATOR CODE COMPLIANCE	Class Code:	Position Level: 11
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KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree or 3 to 5 years experience may substitute for educational requirements.
<i>Experience:</i>	3 to 5 years.
<i>Impact of Actions:</i>	Makes recommendation or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and results.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On call 24 hours pending disasters and emergencies
<i>Other:</i>	FACE Level III or comparable certifications related to the field. Supervisory experience 3-5 years.

APPROVALS		
<i>Department Head:</i>		
Name: <u>RONDA NORMAN</u>	Signature: <u>[Signature]</u>	Date: <u>10-4-11</u>
<i>Division Director:</i>		
Name: <u>Christine Hurley</u>	Signature: <u>[Signature]</u>	Date: <u>10-4-11</u>
<i>County Administrator:</i>		
Name: <u>Debbie Frederick</u>	Signature: <u>[Signature]</u>	Date: <u>10/26/11</u>

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____